

Draft Minutes
Nevada State Emergency Response Commission
Funding Committee Meeting
Professional Engineers & Land Surveyor's State Board Building
1755 E. Plumb Lane, Ste. 130
Reno, Nevada
October 7, 2004

Members Present

Richard Brenner
Susan M. Crowley
John Helmreich

Members Absent

Larry Farr
Verl Jarvie

Guests

Steve Tognoli
Steve Maison
Dennis Pinkerton
David Bowman
Craig Nixon
Stacey Giomi
Joe Curtis
Jeff Page
Tami Cummings
Cathy Ludwig

Staff

Karen Kennard
Bruce Ferrel
Cheryl Folkers
Glade Myler

I. Call To Order

Richard Brenner, Chairman, called the meeting to order at 10:43 a.m.

II. Introduction

Members, guests and staff introduced themselves as shown above.

III. Old Business

A. Approval of March 31, 2004, meeting minutes

Motion to approve the minutes of March 31, 2004 meeting was made by John Helmreich, seconded by Susan Crowley and approved unanimously.

B. Discussion on updated equipment list and related costs

Bruce Ferrel, SERC, provided an updated equipment list and costs to the committee for review. Ms. Crowley motioned to recommend the equipment list and related costs to the SERC for approval. Mr. Helmreich seconded the motion which was approved unanimously.

IV. New Business

A. Discussion to determine what training will be provided by the State Fire Marshal's Office or provided with SERC funds to establish process and timelines

Mr. Brenner stated the Planning and Training Subcommittee discussed how the Fire Marshal provides class information to the LEPCs. Currently all requests for hazmat training have to go through the State Fire Marshal first for funding of the training requested. Dennis Pinkerton stated the Fire Marshal's Office is putting districts together for training which will give more interaction with the LEPCs and the fire departments. The Planning and Training Subcommittee discussed having a list of approved classes offered by the Fire Marshal's Office. If the training request was not on the approved list the LEPCs could then go to the SERC and request training. There was discussion also of a timeline for the LEPCs to get training requests to the Fire Marshal's Office for training in the next year to see if the Fire Marshal would be able to provide the training. Ms. Kennard stated there was also the issue of using the \$60 from the fees collected from the hazmat permits by the Fire Marshal's Office for

hazmat training toward the training the Fire Marshal is providing and the training requests not covered in their training catalog. There was only discussion at the Planning and Training Subcommittee due to no quorum to take action. Dave Bowman, State Fire Marshal's Office, stated the fees collected for the hazmat training in excess of \$300,000 has been encumbered. The funds are going to run the mobile hazmat training team. The Fire Marshal's office is also in the process of restoring the hazmat trailer. SERC funded the vehicle through the SERC grant to tow the trailer. Discussion was held regarding the need to approve any type of credentials from the trainer. It was decided no action would be taken at this time.

B. Discussion pursuant to direction of SERC to revise exercise form previously approved by the Planning and Training Subcommittee. SERC recommends making a one page form and allowing LEPCs to choose whether to use entire FEMA form or the one page form.

Mr. Brenner stated the four page form was originally recommended to the SERC by the Planning and Training Subcommittee and the Funding Committee. The SERC reviewed the form and wanted to give the LEPCs the option to fill out the FEMA form or a one page form. The SERC asked to have the Planning and Training Subcommittee and the Funding Committee revise the four page form to one page. Mr. Brenner discussed with the Planning and Training Subcommittee his suggestions to revise the exercise form to one page. Mr. Brenner went over the same suggestions with the Funding Committee. Ms. Crowley motioned to have staff make the suggested changes to the four page exercise form and present it to the SERC for approval and to give the LEPCs the option to fill out either form for their exercises. Mr. Helmreich seconded the motion which was approved unanimously.

C. Discussion of possible 2005 SERC operations grant award to Humboldt County LEPC

Ms. Kennard stated Humboldt LEPC was not eligible for grant funds because they failed to notify SERC they had reviewed the hazmat plan and approved it with no changes or updates. Staff has been in contact with the county administrator and the county commission chair and they are making efforts to reestablish their LEPC. The county is asking for $\frac{3}{4}$ of the \$4,000 operations grant to get them through the year. The LEPC is now in compliance. Mr. Helmreich motioned to award $\frac{3}{4}$ of the \$4,000 SERC operations grant to Humboldt LEPC. Ms. Crowley seconded the motion which was approved unanimously.

D. Discussion and update on compliance status of Lander, Nye and Pershing LEPCs

Ms. Kennard stated staff is having a hard time getting these LEPCs in administrative compliance. Mr. Ferrel stated he met with Carl Byrd, LEPC Chair for Lander County, advising him of what staff needed from the LEPC to come into compliance. Mr. Ferrel has not had any response from Mr. Byrd and has sent him several e-mails on coming into compliance. Last year SERC awarded Lander LEPC \$2,000 in SERC operation funds. Lander LEPC has not reported any expenditures. Mr. Ferrel stated the requirements to be met to bring them into compliance.

Ms. Kennard stated Nye County is in a similar situation with the exception they were not eligible for grants and do not have any outstanding grants. The hazmat plan has been received, reviewed and approved by the Planning and Training Subcommittee. All other administrative requirements have not been complied with. Ms. Kennard sent several letters to the county manager and there was response to the last letter sent

by staff. Bill Hall is no longer the LEPC chair for Nye County and Steve Maison has been appointed as acting LEPC chair. Mr. Maison has met with staff and is aware of what needs to be accomplished to get back into compliance.

Ms. Kennard stated staff has had contact with Richard Wagner, LEPC chair for Pershing County. Staff has provided Mr. Wagner with a list of what Pershing County needs to do to get their LEPC back into compliance. Pershing LEPC currently has about \$27,000 in unused grant funds for equipment and operations. The Pershing LEPC did get reimbursed \$1,600 of the \$2,000 which was awarded last year for operations funding. Mr. Ferrel stated the requirements to be met to bring Pershing LEPC into compliance.

It was suggested to send a letter to the fire departments and sheriffs office to inform them of the grant funding being lost through the LEPCs. Ms. Crowley motioned to recommend to have staff send a letter to various agencies in Lander and Pershing Counties including county commissioners advising of the funding to which the LEPC is not eligible due to not being in compliance. Mr. Helmreich seconded the motion which was approved unanimously.

E. Discussion on procedures on funding process of revenue derived from sale of “United We Stand” license plates

Ms. Kennard stated the “United We Stand” plate will be for sale on Monday October 11, 2004 at the Department of Motor Vehicles. There is no process established to distribute the funds to the locals once the funding is received. Ms. Kennard reminded everyone that according to statute the funding has to go to support combating and preparedness toward terrorism. The Homeland Security Commission is currently working as an advisory committee to the Division of Emergency Management for all the Homeland Security funds. Ms. Kennard suggested the Homeland Security Commission act as an advisory committee and SERC staff handle the funding of the funds. There was concern from the LEPCs of handing control of the funds to the Homeland Security Commission. The LEPCs would like to see SERC have control of the funds. Glade Myler, Sr. Deputy Attorney, stated the Finance Committee for Homeland Security Commission stated at their last meeting that they are going to ask for the vulnerability of risk assessment from all LEPCs. Based on the assessments they receive back is the way they will be awarding the funds from Department of Homeland Security in the future. This assessment will limit the smaller counties receiving funds. Mr. Helmreich motioned to recommend to the SERC to have the Bylaws Committee review the bylaws to see if they need to be changed in order to use the funds to combat terrorism. Ms. Crowley seconded the motion which was approved unanimously.

F. Discussion/Recommendation/Review of USDOT Hazardous Materials Emergency Preparedness Grant Application

The Planning and Training Subcommittee met but was unable to take any action due a quorum not present. They did however review the grant applications. Ms. Kennard stated the grant award was for \$154,493 of which approximately \$60,000 can be used for planning and \$91,000 for training. Of the training funds \$3,000 is deducted to send the Co-Chairs to the NASTTPO Conference, which leaves about \$88,000 for training. The total of the grant applications is \$163,000. There are sufficient grant funds to cover the request of \$32,000 in planning. The Planning and Training Subcommittee did not have any issues with the planning requests in their discussions. The

training total is \$130,000. Lyon County LEPC has cut their number of attendees in half, which will reduce the requested amount by \$3,586. Mr. Ferrel suggested reducing the cost of the rooms to the actual cost of the hotel room, adjusted with two people per car, etc. Also, there are figures of two people per room to reduce the cost of lodging. During the discussion at the Planning and Training Subcommittee meeting Clark County offered to reduce their grant request by \$12,000, which is the difference between the requested amount and what is available. Clark County also asked if there were any unused grant funds, they be awarded to Hazmat Explo up to the amount requested on the application. Ms. Crowley motioned to approve the grant applications with the adjustments of two per room, two per car, actual cost of the room, and to award any unused grant funds to Clark County up to the amount of their grant request. Mr. Helmreich seconded the motion which was approved unanimously.

G. Report of fiscal/program audits of Carson City, Clark, Douglas, Lincoln and Lyon LEPCs performed by staff

Mr. Ferrel stated he performed audits on Carson City, Douglas and Lyon LEPCs. Mr. Ferrel also attended a Douglas and Lyon County LEPC meeting. There were no issues with the audits. Ms. Kennard audited Clark and Lincoln County LEPCs. There was also no issues with their audits.

V. Public Comments

Joe Curtis commented on how well staff has streamlined the process of the meetings.

VI. Adjournment

Mr. Helmreich motioned to adjourn the meeting.